

# DEPARTMENT OF CORRECTION

## POLICY MANUAL

### TABLE OF CONTENTS

REVISED: 10/25/2013 LMD

---

CHAPTER 1	DATE	PURPOSE AND GOALS OF THE DEPARTMENT OF CORRECTION
-----------	------	---

1.1	December 7, 2007	Mission of the Department (revised)
1.2	August 20, 2008	Strategic Plan (revised)
1.3	August 20, 2008	Performance Measures Monitoring & Assessment (revised)
1.4	December 7, 2007	Staffing (revised)

CHAPTER 2	DATE	STATUTORY AND LEGAL AUTHORIZATION
-----------	------	-----------------------------------

2.1	January 22, 2008	Temporary Release to Community Programs (revised)
2.2	November 10, 2010	Offender Employment and Compensation (revised)
2.3	January 22, 2008	Transfer to Private/Public Community Programs
2.4	July 1, 1992	Management of Individuals Under the Influence (Deleted 2008)
2.5	October 21, 2010	Transportation (revised)
2.6	July 1, 1992	Offender Employment (Deleted 2008)
2.7	January 22, 2008	Executions (revised)

CHAPTER 3	DATE	PROGRAMS AND SERVICES
-----------	------	-----------------------

3.1	January 15, 2009	Mandated Programs and Services (revised)
3.2	August 20, 2008	Special Problem Offenders (revised)
3.3	deleted	incorporated in 4.6
3.4	August 20, 2008	Range of Services (revised)
3.5	August 20, 2008	Contractual Programs and Services (revised)
3.6	November 3, 2008	Victim Services (revised)
3.7	March 24, 2013	Registration of Sex Offenders and Community Notification (revised)
3.8	September 3, 2008	Treatment and Rehabilitation Programs (revised)
3.9	September 29, 2008	Commissary (revised)
3.10	August 2, 2007	Identification Card (revised/updated)
3.11	May 28, 2009	Erroneous Releases (revised)
3.12	November 23, 2009	Offender Reentry (revised)
3.13	January 13, 2010	Offender Status Sheets

CHAPTER 4	DATE	DECISION-MAKING RELATING TO OFFENDERS
-----------	------	---------------------------------------

4.0	January 15, 2009	Inmate mail privileges outgoing only (revised)
4.1	December 7, 2009	Decision-Making (revised)
4.2	January 15, 2009	Rules of Conduct for Offenders (revised)
4.3	December 7, 2009	Decisions Affecting Offenders/Detentioners Freedom and Well-being (revised)
4.4	November 3, 2008	Offender Grievance Process (revised)
4.5	November 3, 2008	Inmate Publications for Level V and IV Facilities (revised)
4.6	December 7, 2009	Classification (revised)

**CHAPTER 5      DATE                      RIGHTS OF OFFENDERS**

5.1	November 23, 2009	Offender Rights	(revised)
5.2	November 20, 2009	Rules for the Treatment of Offenders	(revised)
5.3	November 20, 2009	Standards for Offenders Grooming & Attire	(revised)

**CHAPTER 6      DATE                      PLANNING, INFORMATION SYSTEMS, EVALUATION & RESEARCH**

6.1	November 20, 2009	Planning System	(revised)
6.2	November 20, 2009	Planning and Information Exchange	(revised)
6.3	November 20, 2009	Personnel Planning	(revised)
6.4	November 20, 2009	Facility Planning	(revised)
6.5	February 9, 2010	Management Information Systems	(revised)
6.6	February 4, 2010	Information System Operation	(deleted)
6.7	February 9, 2010	Information and Data Collection Systems Security	(revised)
6.8	November 20, 2009	Evaluation and Performance Measuring	(revised)
6.9	November 20, 2009	Research Activities	(revised)
6.10	July 1, 1992	Research Guidelines	(deleted) 03/18/10
6.11	November 20, 2009	Experimental Research/Testing	(revised)

**CHAPTER 7      DATE                      RECORDS**

7.1	June 2, 2013 (revised)10/25/2013	Case Record	
-----	-------------------------------------	-------------	--

**CHAPTER 8      DATE                      ADMINISTRATION**

8.1	October 14, 2009	Authority and Role of the Commissioner	(revised)
8.2	October 14, 2009	Organization of the Department	(revised)
8.3	October 14, 2009	Staff Communications	(revised)
8.4	October 14, 2009	Policy Development	(revised)
8.5	October 14, 2009	Procedure Development	(revised)
8.6	October 14, 2009	Department Policy and Procedures Manuals	revised
8.7	January 19, 2010	Operations and Program Audit	revised
8.8	January 19, 2010	Exceptional Incident Reporting	revised
8.9	January 20, 2010	Conflicts of Interest	revised
8.10	January 20, 2010	Cooperation with Legislative and Executive Bodies	revised
8.11	January 19, 2010	Legal Assistance	revised
8.12	deleted	Department Emergency Action Plans (incorporated into 9.25)	
8.13	January 19, 2010	Health and Safety Codes	revised
8.14	January 20, 2010	Offender/Detentioner Communicable Disease Policy	revised
8.15	January 20, 2010	First Aid Kits	revised
8.16	December 9, 2009	Department Budget	revised
8.17	December 9, 2009	Fiscal Controls and Auditing	revised
8.18	December 9, 2009	Payroll Functions	revised
8.19	deleted	Insurance Coverage	
8.20	December 9, 2009	Use of State Facilities and Equipment	revised
8.21	December 9, 2009	Department Motor Vehicles	revised
8.22	December 9, 2009	Supplies, Equipment, and Real Property	revised
8.23	December 9, 2009	Property Inventory	revised
8.24	December 9, 2009	Comprehensive Reimbursement	revised
8.25	December 9, 2009	Offender/Detentioner Fund Accounts	revised
8.26	October 14, 2009	Offender Financial Liability	revised
8.27	January 3, 2013	Department Uniforms/Dress Code	rev 1/3/13
8.28	January 6, 2010	Facility Security	revised
8.29	January 19, 2010	Standardized Crime Reporting Process	revised

8.30	June 21, 2011	Use of Force	revised
8.31	June 21, 2011	incorporated in 8.30	
8.32	July 1, 1992	Contraband: Search, Seizure, and Disposition	
8.32A	deleted**	incorporated in 8.32	
8.33	deleted	incorporated in 8.60	
8.34	January 6, 2010	Shift Trade (now under 9.34)	revised
8.35	January 19, 2010	Investigative Responsibilities of the DE State Police	revised
8.36	January 6, 2010	Inmate Personal Property	revised
8.37	January 19, 2010	Internal Affairs	revised
8.38	January 6, 2010	Post Trauma Response	revised
8.38a	deleted	incorporated in 8.38	
8.39	April 19, 1995	SENTAC Manual	
8.40	August 1, 1996	Inmate Health Care Co-Pay	
8.41	April 15, 2010	Employee Drug Testing	revised
8.42	April 15, 2010	Offender Drug and Alcohol Screening	revised
8.42A	August 31, 1998	Offender Drug and Alcohol Screening: Community Corrections	
8.43	April 15, 2010	DNA Analysis and Test Bank	revised
8.44	Deleted	IONSCAN	
8.45	June 21, 2011	Use of Firearms	revised
8.46	September 17, 2010	Grant Management Committee	revised
8.47	September 1, 2012	Central Administration Safety & Security Plan	revised
8.48	September 17, 2010	Personnel Movement	revised
8.49	September 17, 2010	Central Administration Building Guidelines	revised
8.50	September 4, 2008	Adult Correctional Healthcare Review Committee	(revised)
8.51	December 21, 2012	Smoke Free Workplace	revised
8.52	February 9, 2010	Travel	(revised)
8.53	July 5, 2012	Cell Phone/Portable Device Authority	(revised)
8.54	April 15, 2010	Nepotism	revised
8.55	April 19, 2010	Environmental Policy	revised
8.55A	November 29, 2006	EMS Description Document	
8.56	October 27, 2006	Semi-Auto Pistol/Side Arms	
8.57	February 12, 2008	Law Enforcement Officer Safety Act on 7/2004	
8.58	March 13, 2009	DOC Super Card Policy	(revised)
8.60	April 20, 2009	Prison Rape Eliminate Act (PREA)	(revised)
8.61	June 16, 2010	Shift Differential and Hazardous Duty Pay	
8.62	September 7, 2010	Energy Conservation	
8.63	October 11, 2011	Acceptance of Service for Legal Process	
8.64	April 4, 2013	Contract Management	(revised)

## CHAPTER 9      DATE      HUMAN RESOURCES EMPLOYEE DEVELOPMENT, EMPLOYEE MANAGEMENT RELATIONS

9.1	April 15, 2010	Merit Selection/Equal Opportunity	revised
9.2	May 3, 2010	Affirmative Action Program	revised
9.3	deleted	Personnel Policy Manual	
9.4	deleted	Para-Professionals	
9.5	April 15, 2010	Personnel Records	revised
9.6	May 3, 2010	Employee Arrests and Convictions	revised
9.6A	September 1, 2004	Discipline based on Employee Arrests and Convictions	
9.7	April 15, 2010	Employee Performance Planning and Appraisal	(revised)
9.8	May 3, 2010	Training and Staff Development	revised
9.9	May 3, 2010	Professional Development	revised
9.10	May 3, 2010	Educational Assistance	revised
9.11	May 1, 2007	Employee Recognition	(revised)
9.12	July 10, 2008	Employee Disciplinary Action	(revised)
9.13	May 3, 2010	Interview Expense Reimbursement	revised
9.14	May 5, 1995	Accelerated Management Development Program	

9.15	January 3, 2013	Light Duty/Alternative Duty	rev 1/3/13
9.16	May 3, 2010	Correctional Officer Education Assistance Fund	revised
9.17	April 15, 2010	Violence in the Workplace	revised
9.18	July 10, 2008	Sexual Harassment and Complaint Procedure	(revised)
9.19	April 21, 2010	Psychological Fitness for Duty Evaluations	revised
9.20	April 15, 2010	Selection /Training for Correctional Emergency Response Team (CERT), Hostage Negotiation Team (HNT) Membership, and the Central Intelligence Group (CIG)	revised
9.21	September 17, 2010	Employee Fund Accounts	(revised)
9.22	April 15, 2010	Removal of Employees from the workplace	revised
9.23	July 1, 2012	Maximum Work Hours	(revised)
9.24	July 10, 2008	Selection Process for Internal Promotions and Transfers	(revised)
9.25	May 12, 2008	Emergency Preparedness & Response	
9.26	November 7, 2007	Request and Approval of Advanced Salary Due to Exceptional Qualifications	
9.28	July 10, 2008	Informal Resolution Process	(revised)
9.29	October 21, 2010	Domestic Violence	
9.34	December 28, 2012	Shift Trade (changed from 8.34)	rev-Jan 2013

**\*\* chapter title changed 10/12/10 per CCD-from this date forward all title 9 to carry the new Chapter name**

**CHAPTER 10    DATE                      COMMUNICATION AND COMMUNITY RELATIONS**

10.1	March 19, 2010	Inter-Agency Communications	(revised)
10.2	March 19, 2010	Collaboration with Colleges and Universities	(revised)
10.3	May 3, 2010	Public Information/Media Relations	(revised)
10.4	July 1, 1992	Volunteer Programs and Services	
10.5	December 1, 2011	Freedom of Information Act/Email records	(revised)
10.6	September 29, 2008	Public Meetings	

**CHAPTER 11    DATE                      HEALTH SERVICES**

(see website)